Veterans and War Memorial
Grant Instruction Manual

2027 Grant Award Cycle



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Grant Information Website: www.oregonheritage.org
Application Website: www.oprdgrants.org

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SECTION 1 – THE PROGRAM

1.1 INTRODUCTION

The mission of the Oregon Parks and Recreation Department (OPRD) is to provide and protect outstanding natural, scenic, cultural, historic and recreation sites for the enjoyment and education of present and future generations. The Veterans and War Memorials (VWM) Grant Program was established to provide funding assistance to local governments for the construction and restoration of veterans and war memorials. The program honors Oregon's soldiers and veterans by commemorating their service to the country.

1.2 HISTORY OF THE PROGRAM

The VWM Grant Program was created and authorized by House Bill 2739 during the 73rd Oregon legislative assembly in 2005. It created opportunities for organizations to receive grant funds to construct or restore veterans and war memorials on public property pursuant to ORS 390.180(1)(d) and Oregon Administrative Rules Chapter 736, Division 17. The OPRD was designated as the state department to administer this grant program. Funding for this program comes from the OPRD budget.

1.3 FUNDING

There is approximately $300,000 available for this program. Grant amounts are generally between $10,000 and $70,000. Grant funds are let on a biannual basis in January of odd-numbered years, subject to availability of funds.

1.4 ELIGIBLE APPLICANTS

Local and regional governmental entities and federally recognized tribes in Oregon are eligible to apply. The governmental entity must partner with a veteran organization. Eligible local, regional and tribal governmental entities include cities (municipal corporations), counties (political subdivisions), metropolitan service districts, park and recreation districts, port districts, and federally recognized tribal governments. Partner veterans' organizations must meet the following criteria:

A. Represent veterans of the Armed Forces of the United States of America;
B. Be established for the purpose of supporting or recognizing veterans;
C. Have an established membership, that includes officers and bylaws; and
D. Be physically located in Oregon or have a Chapter that is physically located in Oregon.

1.5 ELIGIBLE SITE/LOCATION

To be eligible for a grant, memorials must be placed on public property owned and controlled by a government entity. A government entity is a body of government (district, local, state, federal or tribal) that owns or leases the property on which the

project is to reside. Public property means public lands, premises and buildings including but not limited to any building used in connection with the transaction of public business; or any lands, premises or buildings owned or leased by the federal government, this state, or any political subdivision therein.

The applicant must agree, in writing, to keep in place and maintain the memorial for at least 25 years from completion of the project. If the property is not owned or controlled by the project applicant, there must be an agreement in place between the applicant and the public property owner stating that the memorial will remain in place for at least 25 years. For restoration projects, applicants must demonstrate that the government entity that owns or controls the public property will authorize restoration activities on the memorial.

1.6 ELIGIBLE PROJECTS

Eligible projects include construction of new memorials or restoration of existing memorials. A memorial is a monument or place designated to commemorate or preserve the memory of wars involving the United States of America or to honor veterans of the Armed Forces of the United States of America. Restoration means the improvement, rehabilitation, repair, or reconstruction of an existing memorial.

1.7 INELIGIBLE PROJECTS

Maintenance projects are not eligible for grants. Maintenance includes routine maintenance of and around a memorial such as landscaping, power washing, general cleaning or removal of trash. The VWM Grant Program does not fund the construction and development of parks. It funds the construction and development of veteran's memorials. While project components such as benches, pathways for access, and landscaping are allowable components of a project, these components are intended to support the memorial, not solely an encompassing park.

1.8 MATCHING REQUIREMENTS

The VWM Grant program provides up to 80 percent funding assistance with a minimum of 20 percent (20%) match from grantees. The match must include a minimum of 10 percent (10%) cash match. Other match may include budgeted funds, donated funds, value of equipment use, donated materials, volunteer labor, or any combination thereof. Match may also be derived from planning conducted prior to the grant period and/or planning, construction, or restoration work performed following project authorization that is not funded by the grant. Planning work includes research, design, engineering, environmental, and site survey for any construction or restoration project. Planning costs may not exceed 20% of the total project costs. The amount and source of match must be identified in the application, and included in the budget attached to the application.

1.9 GRANT TIMELINE

Application Deadline: February 14, 2027 (11:59 p.m.)
Award Notification: By May 7, 2027
Grant Period Start: July 1, 2027, with fully executed agreement
Grant Period End: May 15, 2029, project and reporting and reimbursement complete

1.10 REPORTING AND REIMBURSEMENTS

Grantees will submit progress reports twice per year. Reports are due: December 15, 2027; July 15, 2028; December 15, 2028; and May 30, 2029. Reimbursement requests may be submitted as necessary at any time during the grant period. If there are grant-funded expenses during the state fiscal year, reimbursement requests must be submitted at least twice as follows: 1) July 15, 2028, for any work completed before June 30, 2028; and 2) May 15, 2029, for any work completed between July 1, 2028, and May 15, 2029.

SECTION 2 – HOW TO APPLY

2.1 ONLINE GRANT APPLICATION

The VWM Grant Program has an online grant application. Access the online system at www.oprdgrants.org. Please use these instructions as well as the Veterans and War Memorial Grant Program Online Grant Application Instructions for assistance. The following tutorial videos are available and are referenced in the Online Grant Applications as well.

A. How to request OPRD Grants Online account
B. How to navigate the OPRD Grants Online system
C. How to reset an OPRD Grants Online password
D. How to add an attachment
E. How to enter the lat/long in an application
F. How to complete the finances section of an application

2.2 GRANT APPLICATION ATTACHMENTS CHECKLIST

A. Letter of Participation (from partner veteran organization)
B. Photograph of existing memorial or site, if applicable
C. Construction Drawings, Design Plan or Restoration Work Plan
D. Vicinity Map, indicating the context of the location
E. Park or Project Boundary Map with Memorial Location Marked
F. Property Deed/Easement/Lease Agreement
G. State Historic Preservation Office (SHPO) Submittal Form
H. SHPO Clearance Form
I. Non-Required Additional Attachments (planning documents, letters of support, etc.)

2.3 APPLICATION PREPARATION

Gather all information and documents before creating the application in the online system. Work may be saved as it is entered anytime until it is submitted.

2.4 APPLICATION DEADLINE

The online application must be submitted by 11:59 p.m. February 14, 2027.

2.5 APPLICATION COMPONENTS

The following items will be required on the online application. Be sure to refer to the OPRD VWM Grant Program Online Grant Application Instructions for guidance.

A. Project Information
   a. Project Name: Assign a concise and descriptive project name for the application.
   b. Brief Project Description: A brief, high-level summary of what will be accomplished in the project. Please do not explain why, only what will be done.
   c. Project Start Date: The date grant-funded project work will begin after July 1, 2027.
   d. Project End Date: The date all grant-funded project work will be complete, before May 15, 2029.
   e. Site Name: The name of the park, area or site of the memorial.
   f. City/Town Name: Enter the city/town closest to the memorial site.
   g. County Name: Check the box for the county in which the project will take place.
   h. Site Description: A detailed description about the memorial location (rural/urban, park information, etc.)
   i. Site Acreage: Numerical acreage of site. Enter '1' if less than one.
   j. Latitude and Longitude: Use the button and map in the system to select the location of the memorial. Please see the online grant instructions or tutorial.

B. Contact Information
   a. Applicant: Enter the organization name.
   b. Project Contact: Enter the name of the person to contact regarding details of the project. If someone other than the Project Contact is submitting the application, the Project Contact must have a user account in the grant system. Please request an account or use the online registration to create one.
   c. Address: Address of applicant.
   d. Reimbursement Contact: Enter the name of the person to contact regarding project financials, if different from the Project Contact. If the Project Contact is also the Reimbursement Contact, leave the Reimbursement Contact blank. The Reimbursement Contact must have an account in the system.
   e. Federal EIN

C. Financial Information
   a. Grant Funds Requested
   b. Match Amount from Applicant
   c. Total Project Amount
   d. Budget (grouped by category/line item)
      i. Contractor/Consultant
      ii. Volunteer Time
      iii. Materials & Equipment
      iv. Printing, Publication & Design
      v. Travel
      vi. Other (specify)
   e. Show source of match funds using categories like: volunteer time, in-kind donations, staff time, organizational cash, donations, grants, etc.
   f. Budget must include both expenses and sources of income.
   g. Costs for program administration, design and engineering, plans, land use and building permits from another agency may not exceed 20% of the total project costs.
   h. Budgets must reflect actual costs supported by the budget narrative and only for specific line items outlined above. Budgets that include "contingency funds" to allow for unforeseen costs or cost fluctuations will not be accepted. Other ineligible costs include:
      i. Overhead; defined as the regular operating expenses of either the applicant or the governmental entity receiving the memorial such as rent, building upkeep, utilities, and all fixed costs associated with the daily operations of a business, agency or group;
      ii. Overtime;
      iii. Expenses for equipment or materials used outside the scope of this project.

D. Supplemental Information

The Supplemental Information section includes multiple questions, many of which contribute considerably to the score of the application. Please be as concise and descriptive as possible and ensure that answers are clear for the evaluators.

   a. Project Description
      i. Briefly describe the project for which funding assistance is requested.
      ii. Describe the primary goals and objectives of this project.
      iii. Explain the timeline for completing the project, including the proposed beginning and completion dates (between July 1, 2027 and May 15, 2029).

b. Project Need and Value
    i. If the project includes removing and replacing an existing memorial, explain the need to remove the original memorial and the public engagement and decision-making process.
    ii. Explain which veterans and/or war the memorial recognizes and describe how does it accomplishes this.
    iii. Explain how the memorial is unique in the community, including how it recognizes a war/group of veterans that would otherwise go unrecognized and/or how it differs from other memorials in the community.

c. Project Specifications
    i. Describe how the memorial will be restored or constructed – materials, design, foundation, etc.
    ii. If the project is a restoration, explain how the work plan follows standards that promote the long-term preservation of the memorial.
    iii. Explain how the specific location for the memorial was selected and why it is the best place to recognize the war(s) and/or veterans.
    iv. Explain who will be recognized on the memorial and how the selection was made. If individual names are included, explain how they were selected, who was involved in the selection, and how missed names will be addressed.
    v. Explain specific considerations of the project design specifications that ensure equitable access for all visitors in accordance with Americans with Disabilities (ADA) standards. Go to http://www.access-board.gov/ADA-ABA/index.htm for information.

d. Project Management
    i. Describe who will do the work and who will manage the project.

e. Community and Organization Support
    i. Explain how the local community was involved in the memorial conception, design, and fundraising. Include how the community was engaged and what organizations are involved in the project.

f. Veteran Organization Partner
    i. Describe the primary veteran organization partner involved in the project. Include its mission, veteran involvement, and how it serves veterans. The veteran partner must include 'serving veterans' as part of its mission.
    ii. Explain how the partner veterans organization was involved in the conception, design, and fundraising. The strength of this partnership involvement will be evaluated.

iii. Include a letter from the partner organization demonstrating its qualifications as a partner and its participation as a partner in the project.

g. Long-Term Commitment to Maintenance
   i. Describe the long-term plan for care and maintenance of the memorial, including who will provide maintenance and the anticipated cost of annual maintenance.

h. Budget Narrative
   i. Provide details about the budget and how grant funds will be used. Include detailed descriptions of what is included in each line item and the methodology used to establish each cost, including estimates.
   ii. Explain reasons for any estimates that may seem very high or low, sources of funding, and any other information needed to explain information in the Financial Information section.

2.6 ATTACHMENTS

Attachments are required for each section as described below.

A. Budget Detail: The online budget should use broad categories as described in the Veterans and War Memorial Grant Program Online Grant Application Instructions. Please attach a detailed project budget with breakdowns of each line item in the application, amount and source of cash match, amount and source of in-kind match. Costs for design and engineering, plans, land use and building permits from another agency may not exceed 20% of the total project costs.

B. Construction Drawings/Design Plan or Restoration Work Plan: Provide conceptual design drawings, engineering plans, and/or a restoration work plan which demonstrates what the proposed project will look like. This allows application reviewers to see what is being proposed.

C. Letters of Participation: Letter from veteran organization that demonstrates a mission of serving veterans, partnership in and support for the project.

D. Property Deed, Easement, or Lease Agreements: Memorials may be developed on property owned or controlled by a governmental entity other than the one applying for the grant. A copy of the property deed, easement, or lease agreement must be submitted in the application. County tax records/reports are insufficient proof.

E. Photos of the Site or Memorial: Include photos of the proposed site or existing memorial.

F. Vicinity Map: Include an area map that shows the location of the site within the city, county, park district, METRO or port district. This map must show the project site in relation to highways, local roads, streets, and landmarks.

G. Park or Project Boundary Map: Include a project boundary map of the site where the memorial will be located, including the location of the memorial.

H. SHPO Submittal Form: All ground-disturbing projects on public land must be reviewed by the State Historic Preservation Office. Applicants will provide a SHPO Submittal Form with the application, available online. If a SHPO review is required by the project, OPRD will submit the form to SHPO on behalf of the applicant.

I. SHPO Clearance Form: All projects on existing memorials, structures, or buildings must be reviewed by the State Historic Preservation Office. A copy of the SHPO Clearance Form, available online, must be included in the application documents and will be submitted to SHPO by OPRD, as applicable.

J. Other Attachments (not required): If additional, non-required documents are provided in the, please ensure they meaningful and support the work of the project. Examples of additional attachments that are helpful include strategic plans, park plans, public engagement process plans, letters of support, etc. If no additional documents are being submitted, please upload a page that states, "no additional documents."

SECTION 3 – PROJECT SELECTION

3.1 TECHNICAL REVIEW

OPRD staff will conduct a technical review of all applications. Applications will be reviewed for completeness, ineligible project elements and to ensure all application requirements are met. ORPD will contact individual applicants regarding any mistakes or discrepancies found in the course of the technical review.

3.2 GRANT REVIEW COMMITTEE

The Grant Review Committee will review all eligible grant requests. The committee is composed of a minimum of five members who: 1) represent a veterans' organization and/or governmental agency responsible for the administration of law relating to veterans (two members); have knowledge of memorial construction or preservation; and/or have knowledge specific to the grant requests such as ADA accessibility, parks and planning.

The committee will establish the priority order for funding grant requests and will recommend funding for grants up to the total amount of funds available. The committee may also rank several alternates in priority order that may be funded if any of the recommended grants are not awarded.

In addition to project applications considered by the committee, the OPRD Director may recommend eligible projects to the Commission for grant funding, may recommend grants for construction and restoration, may establish minimum or maximum grant award amounts, and may recommend funding eligible projects either in whole or in part.

3.3 SCORING CRITERIA

Information entered in the online application will be scored by the evaluation committee members. Evaluators will assess how well applicants: demonstrate need for the project, demonstrate adequate budget and financial controls are in place to properly administer the grant; and address the funding criteria reflected herein.

A. Project Need and Value (20 points)

The applicant clearly explains which veterans and/or war the memorial recognizes and how it accomplishes this recognition; how the memorial is unique in the community, how it recognizes a war/group of veterans that would otherwise go unrecognized, and/or how it differs from other memorials in the community. If the project includes removing and replacing an existing memorial, the applicant explains the need to remove the original memorial and the public engagement and decision-making process to determine the need for the replacement.

B. Project Specifications and Management (20 points)
The proposed project meets the intent of the VWM grant program. There is a clear description of how the memorial will be restored or constructed, including the materials, design, foundation, etc. The specific location for the memorial, how and why it was selected as the best place to recognize the war(s) and/or veterans is clearly explained. It is clear who will be recognized on the memorial and how the selection was made. If individual names are included, the process for how they were selected is described, including who was involved in the selection as well as the processes for how missed names will be addressed. The application identifies who will do the work and who will manage the project.

C. Accessibility (5 points):
Specifications that will be used to meet all federal, state and local requirements regarding Americans with Disabilities (ADA) standards in order to ensure equitable access for all visitors are described in detail.

D. Partnerships and Public Support (25 Points)
The applicant clearly explains how the local community was involved in the memorial conception, design, and fundraising; and the process for engaging the community and gathering citizen input. The applicant has listed which organizations, agencies and/or groups are involved. There is a veterans' organization partner involved in the project and a letter of participation included in the application. Information about the partner veterans' organization is present, including its mission, veteran involvement, and how it serves veterans. It is evident that the partner veterans' organization was involved in in the conception, design, and fundraising for the project.

E. Timeline (10 points)
The primary goals and objectives of the project are clearly described along with a clear and achievable timeline for completing the project. Begin, end and milestone dates are included and fit within the grant period. Any work or planning that must be complete prior to the start of the grant is described and achievable. The application demonstrates readiness to begin should the project be funded.

F. Long-Term Commitment to Maintenance (5 points)
The application carefully explains the plan for long-term care and maintenance of the memorial to ensure it does not slip into needing major rehabilitation. If the project is a restoration, the work plan clearly promotes the long-term preservation of the memorial. The applicant identifies who will provide maintenance and the anticipated cost of annual maintenance and how it will be funded ongoing.

G. Budget Detail (15 points)

The amount of funds requested is reasonable for the work being performed and details about the budget and how funds will be used are clear. Methodologies for determining costs are clear and reasonable, and each line item is justified and described in the Budget Narrative. There are no ineligible costs included in the budget (overhead, contingency, overtime, etc.). Where estimates are included, the methodology used to determine the estimate is evident and justified. There is strong evidence of other sources of funding being in place that demonstrate community support for the project (donations, partnerships, agency support, etc.). The total amount of match is at least twenty percent (20%) of the total project budget and source of all matching funds are clearly described and committed. The separate work items are clearly described so that partial funding to a specific work item may be granted, if necessary.

SECTION 4 - GENERAL COST PRINCIPLES

4.1 RELATIONSHIP OF COSTS TO PROJECT PERIOD

To be eligible for grant assistance, costs must be incurred within the grant period, except for pre-agreement planning costs used as match. The grant period begins upon signature of the agreement by all parties and ends May 15, 2029. All work to be accomplished under the terms of the agreement must be completed within this timeframe and only costs incurred during the grant period will be reimbursed.

Development costs are first incurred at the start of the actual physical work on the project site (such as the clearing of ground, the beginning of construction, or the delivery of materials to the site), and continue through the period that work is being done. Development costs that are incurred prior to the approval of a project not eligible for reimbursement.

4.2 DONATIONS

Donations of cash, labor, equipment rental or materials from outside sources may be used as a portion of matching share if it is identified in the project application. The use of donations must be integral and necessary to the project proposal.

A. Valuation of Volunteer Services

Professional and technical personnel, consultants, and other skilled and unskilled labor may furnish volunteer services. Each hour of volunteered service may be counted as matching share if the service is an integral and necessary part of an approved project. Records of in-kind contributions of personnel shall include time sheets containing the signatures of the person whose time is contributed and the supervisor verifying that the record is accurate. The method of valuation and charges for volunteer services, material, and equipment must be documented, reviewed and approved by OPRD.

B. Rates for Volunteer Services

Rates for volunteers should be consistent with those regular rates paid for similar work in other activities of the State. In cases where the kinds of skills required are not found in other activities of the applicant, rates used should be consistent with those paid for similar work in the labor market in which the applicant competes for the kind of services involved. The time of a person donating services will be valued at the rate paid as a general laborer unless the person is professionally skilled in the work being performed on the project (i.e. plumber doing work on pipes, mason doing work on brick building). When this is the case, the wage rate that the individual is normally paid for performing this service may be charged to the project. A general laborer's wages may be charged in the amount of that which the applicant or local government agencies in the immediate area pay their employees for performing similar duties. The Oregon Bureau of Labor and Industries (BOLI) publish prevailing wage rates. For more information check out their website at www.oregon.gov/boli. The rates for labor may not include payroll additives or overhead costs.

C. Volunteers Employed by Other Organizations

When an employer other than the grantee furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (exclusive of fringe benefits and overhead cost) provided these services are in the same skill for which the employee is normally paid.

D. Valuation of Materials

Prices assessed to donated materials included in the matching share should be reasonable and should not exceed current market prices at the time they are charged to the project. Records of in-kind contributions of material shall indicate the fair market value by listing the comparable prices and vendors.

E. Valuation of Donated Equipment

The value for donated equipment used on a project shall not exceed its fair-rental-rate value. Hourly rates in the annual edition of Rental Compilation or Rental Rate Guide or similar publications, which provide the national or regional average rates for construction equipment, may be used. Such publications are usually available from contractor associations. Records of in-kind contributions of equipment shall include schedules showing the hours and dates of use and the signature of the operator of the equipment.

F. Documentation

The basis for determining the charges for donated personal services, material, and equipment must be documented and must be approved by OPRD prior to reimbursement.

G. Oregon Bureau of Labor and Industries

The Bureau of Labor and Industries Department for the State of Oregon publishes the state prevailing wage rates twice a year, and periodically updates them to reflect revisions to labor agreements or other changes. BOLI also publishes a comparison of the state and federal prevailing wage rates twice a year. When the federal government updates its rates, BOLI publishes amendments to reflect those changes. These publications are provided free of charge, and can also be found on BOLI's web site at www.oregon.gov/boli.

4.3 ALLOWABLE COSTS

The rates, practices, rules, and policies of the project sponsor shall generally determine the amount of costs of each item charged to a project. In instances where the sponsor has no such basis, that of the State shall apply. The amount of each item of cost that may be matched shall not exceed the sponsor's actual cash outlay for that item, or the fair market value of the item, whichever is less.

4.4 INELIGIBLE COSTS

The regular operating expenses of either the applicant or the governmental entity receiving the memorial, such as rent, building upkeep, utilities, and all fixed costs associated with the daily operation of a business, agency, or group are not eligible. Overtime and expenses for equipment or materials used outside the scope of the project are not eligible. Contingency costs are not eligible. Costs or expenses incurred prior to a Grant Agreement except planning work done prior to project authorization that is included in the grant agreement are not eligible.

SECTION 5 - PROJECT APPROVAL AND INSPECTIONS

5.1 AGREEMENTS

If selected for funding, applicants will enter into a grant agreement in order to receive funding. The Agreement is a contract between OPRD and the grantee, which authorizes the project to begin on, or after the date signed by both OPRD and the project sponsor. The Agreement describes the contractual relationship and responsibilities of the parties to the project.

No project may begin without a fully signed Agreement from OPRD. All project costs must be incurred during the project period, as identified in the Agreement.

All projects shall be completed and billed within 30 days of project completion or the grant period end date noted above in Section 1, whichever is first. Projects may be inspected prior to final grant payment. Partial payments up to 90 percent of the grant amount may be billed during the project for work completed. The final 10 percent will be reimbursed after the project has been successfully completed and accepted by OPRD.

5.2 AMENDMENTS TO PROJECT AGREEMENTS

Amendments may be made to the project Agreement to delete work items that may decrease grant funds. Amendments that increase the grant amount will generally not be allowed. Project amendments for time extensions may be approved. All requests for amendments must be submitted in writing to the Oregon Parks and Recreation Department no later than 30 days prior to the expiration of the agreement. Amendment requests will be reviewed on a case-by-case basis. Requests for extensions will be reviewed on a case-by-case basis and will be made for a six-month period only.

5.3 STATE HISTORIC PRESERVATION OFFICE

Projects recommended for funding by the Committee will be submitted to SHPO for review. SHPO review ensures that the project proposal complies with state laws regarding archaeology on lands or historic properties.

A copy of the Project Sponsor's application will be provided to SHPO by the Grant Coordinator on behalf of the Project Sponsor. Items reviewed by SHPO include the application scope, project location, site plan, and photos of any properties 45 years of age or older that will be impacted by the project.

SHPO may require that a cultural resource survey is conducted by a professional archaeologist prior to providing project clearance. Surveys are at the expense of the applicant and are not eligible for grant reimbursement. The review or survey expense may be eligible as pre-agreement match if the cost is incurred within the 18 months prior to executing an agreement.

Archeological monitoring may be eligible for reimbursement if included in the project budget. If unaware of a known archaeological site or cultural resource, or if it is probable that sites exist in or near the project area, OPRD recommends contacting SHPO in advance to ensure that any cultural resource review and protection/mitigation activities are already planned. If communication occurs with SHPO in advance, attach the related documentation to the application. If SHPO provides a SHPO Case Number, include that in the documentation.

If a project is submitted to SHPO in advance, refer to SHPO's instructions for submittals: http://www.oregon.gov/oprd/HCD/SHPO/Pages/go-digital.aspx.

SHPO's Inadvertent Discovery Plan (IDP) for Cultural Resources will be incorporated into grant agreements for projects on non-federal land. The IDP provides protocol for coordination with SHPO in the event cultural materials or human remains are encountered during construction. For projects on federal lands, the established IDP of the federal agency will be followed.

For projects on federal lands, documentation relating to Section 106 review should be included with the NEPA-related documents or uploaded separately if needed (documentation indicating SHPO concurrence, documentation indicating no adverse effect under a programmatic agreement, etc.).

5.4 INSPECTIONS

OPRD staff may make on-site inspections during the project work. Final inspections may be made to assure that the project has been completed successfully.

5.5 DISBURSEMENT OF FUNDS

All grant funds shall be disbursed to grantees on a reimbursement basis after submission of billings on approved schedules specified in grant agreements.

Under certain conditions, such as reduction or increase of these funds, an emergency procedure for awarding or canceling grants may be initiated at the discretion of the OPRD Director. In implementing the emergency procedure, the OPRD Director shall consider the availability of funds; the scope and need of project available for funding; and the urgency and statewide importance of prospective projects. The OPRD Director may propose projects to the Commission for funding, and the Commission may waive other requirements of these rules for the purpose of obligating funds in a timely manner.

5.6 RECOVERY OF GRANT FUNDS

Project sponsors that fail to complete approved projects to OPRD's satisfaction or that do not expend the full amount of grant funds shall return all unexpended grant funds.

5.7 RECORDS RETENTION

Grantees shall maintain records adequate for audit purposes for a period of not less than five years after project completion and shall reimburse ORPD for any costs questioned in audit findings.

5.8 PUBLICITY

When a VWM grant project is finished, we encourage project sponsors to publicize the project and OPRD's participation. This includes:

- Press release, media alert, or some sort of press announcement;
- Project dedication or ribbon cutting ceremony; and
- Mention in sponsor newsletters or on sponsors' website, if applicable.

OPRD's Communications Division is available to help with publicity.

SECTION 6 – REPORTING AND REIMBURSEMENT REQUESTS

6.1 BILLINGS AND GENERAL COST PRINCIPLES

In any program where reimbursement is requested for a portion of the project costs, adequate documentation and records are essential. There should be definite supporting evidence for each item of cost claimed. Estimates are not sufficient. The state can and may audit any of OPRD's grant files as well as the grant applicant's files. It is extremely important that reimbursement requests clearly define the work, their costs, and are supported by relevant documentation. The documentation must be included with the reimbursement request. Reports and reimbursement requests are to be submitted online at www.oprdgrants.org. See online reporting and reimbursement instructions. http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx

Project costs initiated or completed prior to project authorization (via a grant agreement) cannot be reimbursed.

A. Partial Reimbursement

A partial reimbursement request may be submitted at any time after a significant portion of work has been completed on the project along with supporting documentation. Submit for reimbursement through the online grant system. Submit a progress report and a reimbursement quest. The state will reimburse up to 90% of the grant amount and the remaining 10% when the project has been completed. Please use the online grant reporting instructions for assistance. Tutorial videos are also available:

How to submit a progress report
How to submit a reimbursement request

B. Progress Reports

Interim progress reports must be submitted as agreed to in the signed Agreement. Progress reports include the percentage of work completed to date, a summary of work completed, and a schedule for remaining work on the project. Progress reports are submitted online.

C. Final Report and Reimbursement

Submit a final report and reimbursement request with a description of completed project, documentation to support costs claimed, and pictures of the completed project. Final reimbursement requests must be submitted to OPRD within 30 days of project completion or the grant period end date noted above in Section 1, whichever is first. These are also submitted online. For the final report, open a progress report and check the box for 'final report'.

6.2 PROGRESS REPORTS

Progress reports and reimbursement requests, if funds are expended, are required twice per year. These reports should cover costs up to the reporting date. It is possible to have more than one reimbursement request in one year. A progress report is required in order to submit a reimbursement request in the online system.

The progress report should include, but is not limited to: a description of work completed; the reporting period dates (the period in which work was completed); estimated expenses for upcoming period; photographs of work completed; documentation of work completed like inspection documents, etc.

6.3 WHAT TO INCLUDE ON A REIMBURSEMENT FORM

A. Salaries and Wages

Show any salaries or wages incurred during the reimbursement period and total project costs to-date. Retain all payroll records for audit purposes. Include under salaries and wages, labor costs for the use of any equipment, except for donated labor, that should be included in donations. Submit documentation of these expenses with the online request. Documentation should support person, hours, task and rate.

B. Volunteer Time

Documentation of volunteer time, task and rate must be submitted with the online request. Documentation should support person, hours, task and rate.

C. Contract Payments

Show costs incurred by contractors/consultants. For audit purposes, all grant-funded/match payments made should be supported by a statement or invoice from the contractor. Please submit this with the reimbursement request. It is recommended to also retain documentation of the bidding procedure and a copy of the final contract. Do not ever submit copies of canceled checks.

D. Equipment, Materials and Supplies

Equipment rental costs for owned equipment used as match must be supported by a current schedule of hourly rates for such equipment. Rented equipment payments must be supported by a statement or invoice showing costs and the time period equipment was rented. Invoices must be submitted for all costs over $500. A list or spreadsheet of lower cost items must be submitted with the request.

E. Planning, Design and Engineering

Costs for design and engineering, plans, land use and building permits from another agency shall not exceed 20% of the total project costs. All costs must be supported by documentation.

F. Value of Donations

The value and use of donations will be reviewed by OPRD. Supporting documentation should be grouped by category that match the grant/project budget (i.e. materials and equipment, contractor/consultant, etc.). This will allow OPRD staff to audit all costs more efficiently.

SECTION 7 – EXHIBITS

EXHIBIT 7.1 OREGON ADMINISTRATIVE RULES
VETERANS AND WAR MEMORIALS GRANT PROGRAM

PARKS AND RECREATION DEPARTMENT
DIVISION 17
VETERANS AND WAR MEMORIAL GRANTS

736-017-0000
Purpose
The purpose of this division is to establish the procedures and criteria that the Oregon Parks and Recreation Department (OPRD) will use in recommending Veterans and War Memorial Grants for funding to the commission pursuant to ORS 390.180(1)(d).

Stat. Auth.: ORS 390.124
Stats. Implemented: ORS 390.180(1)(d)
Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

736-017-0005
Definitions
As used in this division, unless the context requires otherwise, the following definitions apply:

(1) "Agreement" means the formal contract between OPRD and the Project Sponsor describing the terms and conditions associated with any granting of funds. Also called "Grant Agreement."

(2) "Commission" means the Oregon Parks and Recreation Commission.

(3) "Committee" means the Veterans and War Memorial Grant Review Committee described in OAR 736-017-0010.

(4) "Department" means the Oregon Parks and Recreation Department (OPRD).

(5) "Construction" means the creation of a new memorial on public property.

(6) "Director" means the director of the Oregon Parks and Recreation Department.

(7) "Eligible Project" means a construction or restoration undertaking which satisfies the requirements of the Veterans and War Memorial Grant Program.

(8) "Governmental Entity" means a body of government, whether district, local, regional, state, federal or tribal.

(9) "Grant" means an award from the Veterans and War Memorial Grant Program.

(10) "Grant Application" means the form and its format as developed by the OPRD that an applicant uses to request a grant.

(11) "Match" means project sponsor's budgeted funds, donated funds, value of equipment, materials, labor, planning, or any combination thereof.

(12) "Maintenance" means the continuation or preservation of a memorial. It includes the routine maintenance of or around a memorial such as landscaping, power washing, general cleaning, dusting, or removal of trash.

(13) "Memorial" means a monument or place designed to commemorate or preserve the memory of wars involving the United States of America or to honor veterans of the Armed Forces of the United States of America.

(14) "Nonprofit Veterans Organization" means a group that:

(a) Is a nonprofit group that represents veterans of the Armed Forces of the United States, or is established for the purpose of supporting or recognizing such veterans;

(b) Has an established membership, that includes officers, and bylaws; and

(c) Is physically located in Oregon or has a chapter that is physically located in Oregon.

(d) Is also called a "Veterans Nonprofit Organization".

(e) Is recognized as an existing non-profit status by the Internal Revenue Service.

(15) "OPRD" means the Oregon Parks and Recreation Department.

(16) "Planning" means the research, design, engineering, environmental, and site survey of any Memorial construction or restoration project.

(17) "Project Completion" means satisfaction of all requirements of a grant agreement as determined after review or inspection by OPRD.

(18) "Project Authorization" means the Agreement that authorizes the project as signed by the director and the Project Sponsor.

(19) "Project Sponsor" means the recipient of the grant funds and the responsible party for implementation of the project. A Project Sponsor must be a local, regional, or tribal government.

(20) "Public Property" means public lands, premises and buildings, including but not limited to any building used in connection with the transaction of public business or any lands, premises or buildings owned or leased by a local or regional government.

(21) "Restoration" means the improvement, rehabilitation, repair, or reconstruction of an existing memorial. It does not include routine maintenance.

(22) "Veterans and War Memorial Grant Instruction Manual" means a manual prepared by the OPRD containing state policies, procedures, instructions and grant criteria to

assist applicants and Project Sponsors wishing to participate in the Veterans and War Memorial Grant Program.

Stat. Auth.: ORS 390.124
Stats. Implemented: ORS 390.180(1)(d)
Hist.: PRD 6-2006, f. & cert. ef. 12-15-06; PRD 4-2012, f. & cert. ef. 5-11-12

736-017-0010
Veterans and War Memorial Grant Review Committee
(1) The Veterans and War Memorial Grant Review Committee shall be composed of five members selected by the department for their interest or expertise in veteran or military issues, at least two of which represent either a veterans organization or a governmental agency responsible for the administration of law relating to veterans or for their knowledge of memorial construction or preservation.

(2) The Veterans and War Memorial Grant Review Committee shall follow grant application review procedures as provided in this division.

Stat. Auth.: ORS 390.124
Stats. Implemented: ORS 390.180(1)(d)
Hist.: PRD 6-2006, f. & cert. ef. 12-15-06; PRD 4-2012, f. & cert. ef. 5-11-12

736-017-0015
Director Authority
(1) In addition to those considered by the committee, the director may recommend eligible projects to the commission for grant funding. The director may recommend grants for construction and restoration.

(2) The director may recommend funding eligible projects either in whole or in part.

(3) The director may establish minimum or maximum grant award amounts each funding cycle.

(4) The director may establish funding priorities or other criteria for each funding cycle.

Stat. Auth.: ORS 390.124
Stats. Implemented: ORS 390.180(1)(d)
Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

736-017-0020
Eligibility
(1) The applicant and project sponsor must be either a local, regional, or tribal government.

(2) Site. To be eligible for a grant, a memorial must be placed on public property. If the property is not owned or controlled by the project sponsor, there must be an agreement in place between the project sponsor and the public property owner stating that the memorial will remain in place for at least 25 years.

(3) The project sponsor must agree in writing to keep in place and maintain the memorial for at least 25 years from completion of the project. If the property is not owned or controlled by the project sponsor, there must be an agreement in place

between the project sponsor and the public property owner stating that the memorial will remain in place for at least 25 years.

(4) Matching Requirements. The Veterans and War Memorial Grant program provides, subject to the availability of funds, for up to 80 percent funding assistance with a minimum of 10 percent cash match. The project sponsor shall provide a minimum 10 percent cash match. The project sponsor may provide the remaining match by planning, construction, or restoration work performed following project authorization.
(5) Ineligible costs for grant:
(a) Overhead — The regular operating expenses of either the applicant or the governmental entity receiving the memorial such as rent, building upkeep, utilities, and all fixed costs associated with the daily operations of a business, agency or group;
(b) Overtime;
(c) Expenses for equipment or materials used outside the scope of this project;

Stat. Auth.: ORS 390.124
Stats. Implemented: ORS 390.180(1)(d)
Hist.: PRD 6-2006, f. & cert. ef. 12-15-06; PRD 4-2012, f. & cert. ef. 5-11-12

736-017-0025
Application Process
(1) When the commission has Veterans and War Memorial Grant Program funds to award, the director will announce through a variety of media the availability of, application procedures for, deadlines and other information for applying for a grant, including whether the director has established funding priorities for that funding cycle.

(2) Applicants must submit a grant application to the department. Applicants may use the "*Veterans and War Memorial Grant Instruction Manual*" for guidance in preparing and submitting a grant application to the department.

(3) A grant application that contains multiple work items must be structured so that the commission may award partial funding to a specific work item proposed in the grant application.

[ED. NOTE: Forms referenced are available from the agency.]

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 390.124
Stats. Implemented: ORS 390.180(1)(d)
Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

736-017-0030
Evaluation of Applications
(1) The department will review eligible applications that the department receives by the announced deadline for completeness. The department will provide all complete, eligible applications to the committee.

(2) The committee will rank applications based on the following criteria:

(a) Whether the application meets the director's funding priorities for that funding cycle;

(b) Whether the application has demonstrated the need for the project;

(c) Whether the applicant has demonstrated that adequate budget and financial controls are in place to properly administer the grant; and

(d) Any other criteria determined by the director prior to the announcement of the availability of grant funding, and which are contained in that announcement.

(3) The committee recommends funding grants up to the amount of funds that may be available in the program that biennium. The committee may also rank several alternates in priority order that may be funded if any of the recommended grants are not awarded.

Stat. Auth.: ORS 390.124
Stats. Implemented: ORS 390.180(1)(d)
Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

736-017-0035
Award of Grants
(1) Grants will be subject to binding grant agreements between the OPRD and the Project Sponsor. The grant agreement will specify the terms and conditions of the grant, generally including:

(a) The total project costs, the match to be provided by the Project Sponsor, and the amount of the grant;

(b) A statement of the work to be accomplished;

(c) When the grant-assisted project may begin and a schedule for accomplishing work, reporting on progress, delivering products, and project completion.

(2) If grant funds remain or become unobligated, the department may reallocate such funds to other department grant programs.

Stat. Auth.: ORS 390.124
Stats. Implemented: ORS 390.180(1)(d)
Hist.: PRD 6-2006, f. & cert. ef. 12-15-06; PRD 4-2012, f. & cert. ef. 5-11-12

736-017-0040
Disbursement of Grant Funds
(1) All grant funds shall be disbursed to project sponsors on a reimbursable basis after submission of billings on approved schedules specified in grant agreements. Project sponsor shall supply information substantiating billings if requested by the department.

(2) Under certain conditions such as reduction or increase of these funds an emergency procedure for awarding or canceling grants may be initiated at the discretion of the director.

(3) In implementing the emergency procedure, the director shall consider the availability of funds; the scope and need of projects available for funding; and the urgency and statewide importance of prospective projects. The director may propose projects to the commission for funding under this section and the commission may waive other requirements of these rules for the purpose of obligating funds in a timely manner.

Stat. Auth.: ORS 390.124
Stats. Implemented: ORS 390.180(1)(d)
Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

736-017-0050
Recovery of Grant Funds
(1) Project sponsors that fail to complete approved projects to the department's satisfaction shall return all unexpended grant funds.

(2) Project sponsors shall maintain records adequate for audit purposes for a period of not less than five years after project completion and shall reimburse the department for any costs questioned in audit findings.

Stat. Auth.: ORS 390.124
Stats. Implemented: ORS 390.180(1)(d)
Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

EXHIBIT 7.2 SCORING CRITERIA RUBRIC

2023 APPLICATION SCORING CRITERIA RUBRIC		
MOST COMPETITIVE	**COMPETITIVE**	**LEAST COMPETITIVE**
Project Need and Value (20 points)		
Recognition process is clearly described. There is a demonstrated for and uniqueness of memorial apart from what currently exists. If applicable, the need for removal/replacement is clear.	Recognition process is included. The need for the memorial is explained, and the memorial is somewhat unique from what exists for similar recognition. If applicable, the need for removal/replacement is described.	Recognition process unclear or not addressed. The memorial is not unique from what exists and/or the need is not clearly demonstrated. If applicable, the need for removal/replacement is not described or is unclear.
Project Specifications and Management (20 points)		
Meets the intent of VWM program and includes a clear description of all project planning and design elements. The process used for determining location is clear and appropriate. The selection process for who is named is clear, including how selected and process to include missed names. Considerations for ADA compliance are clear. Persons to complete/manage the project are identified and available to begin.	Somewhat meets intent of VWM program and includes a description of most planning and design elements. The process for selection of location is somewhat appropriate and/or unclear. The process for selecting who is named and how missing names will be included is somewhat described. Considerations for ADA compliance are mentioned. Persons to complete/manage the project are vaguely identified/not in place.	Does not meet intent of the program, is lacking description of required planning and design elements. The process for selecting location is unclear or inadequate. The process to select who is named, and how to include missed names is not addressed. Does not demonstrate considerations for ADA compliance. Persons to complete/manage the project are not identified and/or there is no clear plan for staffing.
Accessibility (5 points)		
Clear description of specifications that will be used to exceed all requirements regarding Americans with Disabilities (ADA) standards in order to ensure universal access for all visitors.	Clear description of specifications that will be used to meet all federal, state and local requirements regarding Americans with Disabilities (ADA) standards to ensure equitable access.	Lacks clear description of specifications that will be used to meet accessibility standards in order to ensure equitable access for all visitors.
Partnerships and Public Support (25 points)		
Clear explanation of how the community was involved in conception, design and fundraising. There is demonstrated partnership with veterans' organization and other organizations and groups.	There is some explanation of community involvement in conception, design and fundraising. There is some partnership with veterans' organization and other organizations and groups noted.	Lacking explanation of how the community was involved in conception, design and fundraising. Partnership with veterans' organization and/or other organizations and groups is lacking.
Timeline (10 points)		
The primary goals and objective are clearly described. There are achievable milestones and timeframes for completion and planning work. Readiness for project is demonstrated.	The primary goals and objective are somewhat described. There are unclear milestones and timeframes for completion and planning work. Readiness for project is explained.	The primary goals and objective are missing. There are not milestones and timeframes for completion and planning work and/or fall outside of grant period. Readiness for project is not explained.
Long-Term Commitment to Maintenance (5 points)		
There is a demonstrated commitment to long-term maintenance and preservation of the memorial, including cost, how it will be funded and who will be responsible.	There is a description of a plan for long-term maintenance and preservation of the memorial. Cost, funding and who will be responsible are somewhat clear, but lacking.	There is not a demonstrated commitment to long-term maintenance and preservation of the memorial. Cost, funding, responsible parties are not identified or clearly described.
Budget Detail (15 points)		
Amount of funds requested is reasonable, and methodologies used to determine costs are clearly demonstrated. All costs are eligible. There is strong evidence of other sources of funding being in place that demonstrate community support for the project. All matching funds are clearly described and committed. All required resources are in place.	Amount of funds requested is reasonable, and the methodologies for determining costs and estimates are described. All costs are eligible costs. There is description of other sources of funding that are or will be in place that demonstrate community support for the project. All matching funds and required resources are described and planned from obtainable sources.	Amount of funds requested is unreasonable, methodologies for determining costs are not described, and/or some costs are not eligible costs. Other sources of funding that demonstrate community support are missing. Sources of matching funds or required resources are lacking, not in place or not clearly described.